

SPECIFICATIONS ON INVITATION FOR BID FOR: **NAMEPLATES AND RUBBER STAMPS AND RELATED ITEMS**
(NIGP CODES 08050, 08053, 08055, 08056, 61577)

1.0 **INTENT:**

The intent of this Invitation for Solicitation is to establish a contract for Nameplates, Rubber Stamps and Related Items, and Embossers. Specific quantities for any given item is unknown at this time. Also included are blanket discounts for related supplies as covered by current pricing documents. Amendments, supplements and/or revision will be effective upon receipt and approval of notice to the Department of Materials Management.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 NAMEPLATES (Plastic):

2.1.1 Beveled edged

2.1.1.1 Rigid stock

2.1.1.1.1 Walnut

2.1.1.1.1.1 1/8"

2.1.1.1.1.2 1/16"

2.1.1.1.2 Black

2.1.1.1.2.1 1/8"

2.1.1.1.2.2 1/16"

2.1.1.2 Flexible stock

2.1.1.2.1 Walnut

2.1.1.2.1.1 1/8"

2.1.1.2.1.2 1/16"

2.1.1.2.2 Black

2.1.1.2.2.1 1/8"

2.1.1.2.2.2 1/16"

2.1.2 Metal desk/name plate base

2.1.2.1 Gold

2.1.2.1.1 8"

2.1.2.1.2 10"

2.1.2.1.3 12"

2.1.2.1.4 16"

2.1.2.2 Silver

2.1.2.2.1 8"

2.1.2.2.2 10"

2.1.2.2.3 12"

2.1.2.2.4 16"

2.1.3 Door holder brackets 2"

2.1.3.1 Gold

2.1.3.1.1 8"

2.1.3.1.2 10"

2.1.3.1.3 12"

2.1.3.1.4 16"

2.1.3.2 Silver

2.1.3.2.1 8"

2.1.3.2.2 10"

2.1.3.2.3 12"

2.1.3.2.4 16"

2.2 STAMPS:

2.2.1 Rubber

2.2.1.1 One (1) line – 2"

2.2.1.2 One (1) line – 3"

2.2.1.3 Two (2) lines – 2"

2.2.1.4 Two (2) lines – 3"

2.2.1.5 Three (3) lines – 2"

2.2.1.6 Three (3) lines – 3"

2.3 SIGNATURE STAMPS:

2.3.1 1" x 1 ½"

2.3.2 1" x 2"

2.3.3 1" x 2 ½"

2.3.4 1" x 3"

2.4 PRE-INKED STAMPS:

2.4.1 Eagle Zephyr Date Stamps or equal:

2.4.1.1 #71 ½

2.4.1.2 #84

2.4.1.3 #85

2.4.1.3.1 Line daters

2.4.1.3.1.1 #0

2.4.1.3.1.2 #1

2.4.1.3.1.3 #1 ½

2.4.2 Comet Date Stamps or equal:

2.4.2.1 #31 ½

2.4.2.2 #40

2.4.2.3 #42

2.4.2.3.1 Line daters:

2.4.2.3.1.1 #0

2.4.2.3.1.2 #1

2.4.2.3.1.3 #1 ½

2.4.3 X-Stampers or equal:

2.4.3.1 N-10 (1 5/8 x ½)

2.4.3.2 N-14 (2 3/8 x 5/8)

2.4.3.3 N-26 (3 15/16 x 1/16)

2.5 SEALS:

2.5.1 Xstamper pre-inked

2.5.2 Self inking

2.5.3 Hand Notary Seals (with bag and commission stamp)

2.6 EMBOSSERS:

2.6.1 ElectroSeal embosser model D-1 with foot pedal or equal

2.6.1.1 2" custom dies

2.6.1.2 Define warranty

2.6.2 PowerSeal XE2000 with foot pedal or equal

2.6.2.1 2" custom dies

2.6.2.2 Define warranty

2.7 READY INKED PADS:

2.7.1 All colors

2.7.2 Various sizes

2.8 TAX:

NO TAX SHALL BE LEVIED AGAINST LABOR. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

2.9 DELIVERY:

Delivery is required F.O.B. DESTINATION, freight pre-paid within five (5) days of receipt of Purchase Order, to any delivery location within Maricopa County as specified by the County. Contractor shall indicate on Pricing Documentation (Attachment A) any additional freight or handling charges that would be associated with special shipping and/or handling delivery.

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

The Contractor shall retain title and control of all goods until they are delivered and the contract coverage has been completed. All claims for visible or concealed damage shall be filed by the Contractor. The County will notify the Contractor of any damaged goods and shall assist the Contractor in arranging for inspection.

If the Using Agency determines that rush shipping or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Using Agency via fax or other reasonable means.

The Using Agency shall not advise the Contractor to proceed with shipment until acceptable terms are negotiated and a purchase order is issued. Upon determining that the additional costs are reasonable and proper, the Using Agency shall advise the Contractor to proceed.

Upon receipt of material and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed those costs stated in the Contract. The Using Agency shall retain all documents related to these costs within the agency purchase order file, for audit purposes.

2.10 SHIPPING DOCUMENTS

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- (1) Name and address of the Contractor;
- (2) Name and address of the County Agency;
- (3) County purchase order number;
- (4) A description of material shipped, including item number, quantity, number of containers and package number, if applicable.

2.11 INVOICING REQUIREMENTS:

A proper invoice billed to the appropriate County agency per the purchase order instructions, whether picked up or delivered, shall accompany all item(s) purchased by the County.

All invoices shall indicate the following:

- (1) Contract number;
- (2) County purchase order number;
- (3) Quantity;

- (4) Description of material, including item number, and any backorders;
- (5) Pricing per unit.

2.12 STOCK:

The Contractor shall be expected to stock locally sufficient quantities as may be necessary to meet the County's needs.

2.13 WARRANTY:

Contractor shall offer manufacturer's standard warranty.

2.14 BRAND NAME:

Bids on brands other than those listed are subject to approval based on evaluation. Maricopa County reserves the right to request samples to determine quality and acceptability of products bid. In some cases brands have been listed to define quality of products desired and is not intended to be restrictive or limit competition. Products substantially equivalent to those designated shall qualify for consideration.

2.15 SAMPLES:

Contractors may be requested to furnish samples of items proposed for examination by the County. Any items so requested shall be furnished within five (5) working days from the date of request and furnished at no cost to the County and sent to the address designated in the Invitation for Bids.

2.16 PRODUCT DISCONTINUANCE:

In the event that a manufacturer discontinues a product and/or model, the County may allow the successful Contractor to provide a substitute for the discontinued item or may cancel the Contract. If the Contractor requests permission to substitute a new product or model, it shall provide the following to the County:

- 2.16.1 Documentation from the manufacturer that the product or model has been discontinued.
- 2.16.2 Documentation that names the replacement product or model.
- 2.16.3 Documentation that provides clear and convincing evidence that the replacement meets or exceeds all Specifications required by the original Invitation for Bids.
- 2.16.4 Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model.
- 2.16.5 Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

Product discontinuance applies only to those items specifically listed on any resultant contract. This will not apply to catalog items not specifically listed on any resultant contract.

2.17 ADDITIONAL PRICING:

Contractors are strongly encouraged to offer additional pricing for related items/products/components, which are not specifically addressed as line items in the Invitation For Bids. Pricing offered should be noted on the pricing pages of the Contractor response in the format requested.

2.18 CONTRACTOR REVIEW OF DOCUMENTS:

Contractor shall review its bid submission to assure the following requirements are met.

2.18.1 One (1) original and one (1) electronic copy of pricing on a 3.5" diskette or CD of all submissions is MANDATORY

2.18.2 Pricing pages, MANDATORY (Attachment A)

2.18.3 Vendor Information, MANDATORY (Attachment D)

2.18.4 Agreement page, MANDATORY (Attachment B)

2.18.5 References (Attachment C)

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 ESCALATION:

ANY REQUEST FOR REASONABLE PRICE ADJUSTMENTS **MUST** BE SUBMITTED THIRTY (30) DAYS PRIOR to the Contract expiration date. *Justification* for the requested adjustment in cost of labor and/or materials **must be** supported by appropriate documentation and **must be** within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

3.4 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

3.4.1 Compliance with specifications

3.4.2 Price

3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.5 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

3.6 ORDERING AUTHORITY:

Contractors should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a CAPA (Certified Agency Procurement Aid). **CAPA purchases are limited to values of less than \$2,500.00. No other request is valid.**

3.7 INDEMNIFICATION:

3.7.1 INDEMNIFICATION.

To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes **CONTRACTOR** may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.7.2 Abrogation of Arizona Revised Statutes Section 34-226.

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

3.8 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.9 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.10 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

ANDREA STUPKA, PROCUREMENT CONSULTANT, 602-506-3504
(astupka@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed up in writing. **NO ORAL COMMUNICATION IS BINDING ON MARICOPA COUNTY.**

3.11 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.12 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

Bidders are to provide one (1) original "hard copy" (labeled) and one (1) electronic copy of pricing on a 3.5" diskette or CD. Bidders are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. A corporate official who has been authorized to make such commitments must sign bids.

COSCO, 815 N 2ND STREET, PHOENIX, AZ 85004
ARIZONA STAMP & ENGRAVING,

PRICING SHEET C752040 / B0604790
NIGP CODES 08050, 08053, 08055, 08056, 61577, 60530

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: X YES NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? X YES NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: X YES NO % REBATE
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: X YES NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: X YES NO

PRICING:

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

NAMEPLATES (Plastic):

Beveled edges	<u>Ridgid Stock</u>		<u>Flexible Stock</u>	
	<u>Walnut</u>	<u>Black</u>	<u>Walnut</u>	<u>Black</u>
	1/8"	1/16"	1/8"	1/16"
Price per square inch	\$0.20	\$0.20	\$0.20	\$0.15
Price per line	\$1.50	\$1.50	\$1.50	\$1.50
Metal desk/name plate bases	8"	10"	12"	16"
#50 JRS HOLDER	\$2.25	\$2.55	\$2.75	\$4.50
SILVER / GOLD				
#48 JRS HOLDER	\$3.95	\$4.45	\$5.45	\$7.45
SILVER / GOLD				
Door Holder Bracket 2"	8"	10"	12"	16"
#36 JRS HOLDER	\$2.45	\$2.90	\$3.25	\$4.90
SILVER / GOLD				
Drill two (2) holes in plate:	N / C			
Other stock color available:	SAME COST			

COSCO, 815 N 2ND STREET, PHOENIX, AZ 85004
ARIZONA STAMP & ENGRAVING,

STAMPS: UNIT PRICE

Rubber

1 line-2"	\$2.12
1 line-3"	\$2.44
2 lines-2"	\$2.72
2 lines-3"	\$3.12
3 lines-2"	\$3.32
3 lines-3"	\$3.80

SIGNATURE STAMPS:

1" X 1-1/2"	\$6.50
1" X 2"	\$6.50
1" X 2-1/2"	\$7.50
1" x 3"	\$7.50

PRE-INKED STAMPS:

Eagle Zephyr Date Stamps (No longer manufactured), or equal:

COSCO 2000 PLUS

#71-1/2	2160	\$22.30
#84	2260	\$24.75
#85	2360	\$28.45
	2460	\$33.05
	2660	\$37.45
	2860	\$43.45

2000 PLUS Line daters (FOR USE WITH STAMP PAD):

#0	\$2.25
#1	\$2.25
#1-1/2	\$2.25

2000 PLUS SELF-INKING Line daters:

2015 SIZE 1-1/2	\$19.95
2020 SIZE 2	\$22.95

Comet Date Stamps or equal:

#31-1/2	\$25.90
#40	\$33.90

COMET Line daters

#0	\$19.56 – CLD-0
#1	\$18.46 – CLD-1
#1-1/2	\$18.46 – CLD-1-1/2

SEALS:

Xstamper	\$23.07 – N14	\$23.07 – N42 POCKET	\$29.37 – N53 ROUND
Self Inking / COSCO 20000 PRINTERS	\$10.40 – PL2040	\$9.45 – PL3030	\$17.25 – PL R4050

COSCO, 815 N 2ND STREET, PHOENIX, AZ 85004
ARIZONA STAMP & ENGRAVING,

Hand Notary Seals (with bag and commission stamp)	\$15.75	PLEASE NOTE HAND SEALS ARE NO LONGER LEGAL IN STATE OF AZ.
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EMBOSSERS:	UNIT PRICE	MANUFACTURER/PRODUCT NUMBER
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Electorseal embosser model D-1 with foot pedal or equal	\$533.58	
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2" Custom dies	\$39.95	
FOR STANDARD LINCOLN HEAD DIE, OTHER QUOTED ON APPLICATION		

Define warranty	90 DAYS PARTS & LABOR, 6 MONTHS LABOR
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Labor rate after warranty	\$45.00 / HOUR. MINIMUM CHARGE IS \$45.00.
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% off, if available, for parts after warranty:

CATALOG DESCRIPTION / MANUFACTURER	DATE	PRICE COLUMN TO BE USED	DISCOUNT	PRICE FIRM THROUGH
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CONSOLIDATED STAMP ART ELECTRASEAL MODEL D-1	06/30/2005
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MANUFACTURER/PRODUCT NUMBER

PowerSeal XE2000 with foot pedal or equal	\$4243.00	BS TOOL XE2000
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2" Custom dies	\$390.00	
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Define warranty	90 DAYS PARTS & LABOR, 180 DAYS LABOR
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Labor rate after warranty	\$45.00 / HOUR (MIN. \$45.00)
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% off, if available, for parts after warranty:

CATALOG DESCRIPTION / MANUFACTURER	DATE	PRICE COLUMN TO BE USED	DISCOUNT	PRICE FIRM THROUGH
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CONSOLIDATED STAMP ART ELECTRASEAL MODEL D-1	06/30/2005
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READY INKED PADS:	BRAND	AVAILABLE COLORS
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Provide brand name and colors:	BATES RIP / NO BID
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COSCO, 815 N 2ND STREET, PHOENIX, AZ 85004
ARIZONA STAMP & ENGRAVING,

Provide sizes and colors:	AVAILABLE SIZES	AVAILABLE BRANDS	AVAILABLE COLORS
\$2.45 – 2100			1 COLOR (BLUE, BLACK, RED, GREEN, OTHER)
\$4.45 – 2100			2 COLOR (RED / BLUE)
\$2.95 – 22/2300			1 COLOR (BLUE, BLACK, RED, GREEN, OTHER)
\$4.95 – 22/2300			2 COLOR (RED / BLUE)
\$4.45 – 2400			(BLUE, BLACK, RED, GREEN, OTHER)
\$6.45 – 2400			2 COLOR (RED / BLUE)
\$4.45 – 2600			(BLUE, BLACK, RED, GREEN, OTHER)
\$6.45 – 2600			2 COLOR (RED / BLUE)
\$4.95 – 2800			(BLUE, BLACK, RED, GREEN, OTHER)
\$6.45 – 2800			2 COLOR (RED / BLUE)

ALL COSCO 2000 PLUS PADS @ 50 % DISCOUNT.

OTHER BRANDS: TRODAT, TRIUMPH, COMET, EAGLE ZEPHYR, IDEAL – ALL PRICED AT SIMILAR COSTS.

ADDITIONAL PRICING

Price List Designations	Percentage Discount Offered
RAPIDPRINT MACHINES	25 %
RAPIDPRINT PARTS	10 %
REINER NO. MACHINES	25 %
PULLMAN NUMBERERS	40 %
XSTAMPER	30 %
MAXLIGHT / 2000 PLUS STAMPER	50 %
ACCUSTAMP	50 %
IN HOUSE PRE-INK SEALS	50 %
ALL COSCO 2000 PLUS PADS	50 %

Terms: 2% 10 DAYS, NET 30

Vendor Number: **W000001689 X**

Telephone Number: 602-252-6148

Fax Number: 602-256-0218

Contact Person: **Dana Owens**

E-mail Address: dana@azstamp.cpm

Company Web Site: www.azstamp.com

Insurance Certificate Required

Contract Period: To cover the period ending **February 28, 2008.**

OFFICE DEPOT INC. BSD, 602 S 63RD AVENUE, PHOENIX, AZ 85043

PRICING SHEET C752040 / B0604790

NIGP CODES 08050, 08053, 08055, 08056, 61577, 60530

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: X YES NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? X YES NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: YES X NO % REBATE
(Payment shall be made within 48 hrs utilizing the Purchasing Card)

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: YES X NO

PRICING:

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

STAMPS: UNIT PRICE

Comet Date Stamps or equal:

#42	\$39.74
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Xstamper:

N-10 (1-5/8 X 1/2)	\$13.11
N-14 (2-3/8 X 5/8)	\$18.83
N-26 (3-15/16 X 1/16)	\$22.26

READY INKED PADS:		BRAND	AVAILABLE COLORS
Provide brand name and colors:	\$3.21	XSTAMPER	10 ml RED REFILL INK
	\$3.21	XSTAMPER	10 ml BLACK REFILL INK
	\$3.21	XSTAMPER	10 ml BLUE REFILL INK
	\$3.21	XSTAMPER	10 ml GREEN REFILL INK
	\$3.21	XSTAMPER	10 ml VIOLET REFILL INK

Terms: NET 30

Vendor Number: **W000001115 X**

Telephone Number: **623-907-6041**

Fax Number: **623-907-5834**

Contact Person: **Chris Arthur**

E-mail Address: ~~rbeker~~ Chris.Arthus@officedepot.com

Company Web Site: www.officedepot.com

Insurance Certificate Required

Contract Period: To cover the period ending **February 28, 2008.**